



ANN HARRIS BENNETT

Tax Assessor-Collector & Voter Registrar

www.hctax.net

Identification Requirements (RTB #24-13, 31-13, 13-14, 09-15) Effective 9/1/13

| Transaction type | What applicant is doing | Identification requirements |
|----------------------------------|--|--|
| Registrations | Applying for registration renewal (except for non-title vehicles) | Not required |
| | Applying for RPO's | Required |
| | Applying for Replacement | Required |
| Titles | Applying for registration on a non-titled vehicle such as trailers weighing less than 4,000 lbs. and farm trailers weighing less than 34,000 lbs | Not required |
| | Applying for corrected title with no change in ownership | Not Required |
| | Applying for title transfer | Required |
| | Applying for title by mail-in application | Required |
| | Applying for title in a business name* | Required from the person who signed the transaction |
| Title services and Texas dealers | Applying for a title when sold by a licensed Texas dealer (salvage dealer not included) | Not required to be submitted. But must be recorded on the 130U |
| | Title service applying for a title on behalf of an individual or company** | Required. A copy of the applicant's identification is required (Troy Blando Act) |
| Out-of-state Dealer | Applying for a title when sold by an out-of-state dealer | Required |

Acceptable forms of identification: Any state or U.S. government ID with a photograph, a unique identification number, a birth date, and an expiration date.

Examples of acceptable identification are: Driver license, state identification certificate issued by a state or territory of the U.S.; Texas Department of Public Safety (TxDPS) Concealed Handgun License; TxDPS Handgun License; U.S. or foreign passport; U.S. military ID; North Atlantic Treaty Organization ID or identification issued under a Status of Forces Agreement; U.S. Department of Homeland Security ID; U.S. Department of State ID; U.S. Citizenship and Immigration Services document.

Remember, it must be a state or U.S. government-issued ID with a photograph, unique ID number, birth date and expiration date. If anything presented is questionable, request a member of management to approve.

An Entity may provide the Entity's FEIN/EIN for capturing in RTS in lieu of an individual ID. However, the identification requirements of the individual submitting the transaction on behalf of the entity have not changed. An employee or authorized agent must still provide acceptable identification as outlined in RTB #013-14. Refer to RTB #17-14 for FEIN/EIN details.

For registration and titling purposes an ID will be accepted up to 12 months after expiration.

Visual inspection of identification to verify owner information is required; copying is not necessary under normal circumstances.

*A person signing for a business or lessor must also provide a business card or written authorization on company letterhead.

**If the title service is submitting paperwork on behalf of a Texas dealership, the ID of the title applicant has to only be recorded on the 130U and does not have to be submitted.

Power of Attorney (POA): When a POA is used, the ID of both the Grantor and the Attorney-In-Fact must be presented (except dealer transactions). The Grantor's ID is recorded on the 130U. If a company is granting the POA, an authorization letter or pre-printed business card must be presented for company signor of the POA along with the POA.